



## INDIANA COMMISSION *for* HIGHER EDUCATION

### Job Description for Academic Affairs Position: Assistant Director of Academic Affairs

Employee Name:

Agency: Indiana Commission for Higher Education

Division: Academic Affairs

Job Title: SGB Professional

Working Title (if different from above):

Reports to: Senior Associate Commissioner and Chief Academic Officer

PLSA Status: Exempt

#### Purpose of Position/Summary:

Incumbent assists the academic affairs unit in carrying out selected statutory responsibilities of the Commission for Higher Education, which include but are not limited to: the development and implementation of policies related to certificate and degree programs, transfer of credit, dual credit, distance education, military credit, electronic transcripts, and competencies/learning outcomes; working with Indiana and out-of-state public, not-for-profit, and for-profit colleges and universities, as well as a variety of Indiana stakeholders; analyzing data; developing communication tools and strategies aimed at potential students and those who counsel students; and collaborating with other units of the Commission in carrying out these responsibilities.

#### Essential Duties/Responsibilities

Assist in carrying out the Commission's statutory responsibilities related to the Statewide Transfer General Education Core (STGEC), the Transfer Single Articulation Pathways (TSAPs), the Core Transfer Library (CTL), dual credit, and the Statewide Transfer and Articulation Committee (STAC), including the scheduling of meetings and the preparation of agenda materials

Assist in carrying out Indiana's responsibilities related to state legislation on military credit and Indiana's participation in the Multi-State Collaborative on Military Credit (MCMC), including the scheduling of meetings and the preparation of agenda materials

Help all members of the Academic Affairs unit in developing advising tools and strategies for communicating policies, findings, and other useful information to key constituencies, including prospective students, academic advisors, institutional representatives, and policy makers

Help to carry out the outreach activities to key audiences such as academic advisors, either independently or in coordination with other Commission outreach events

Serve as Academic Affairs liaison to other Commission units on matters relating to outreach activities and the posting of materials on the Commission's web site



## INDIANA COMMISSION *for* HIGHER EDUCATION

Work with the Project and Event Manager in planning large gatherings sponsored by Academic Affairs

### Job Requirements

Work independently and prioritize among competing projects and deadlines

Collaborate with others on team projects

Show initiative in solving problems and carrying out activities

Strong communication skills

Good organizational skills

Working knowledge of graphic arts/web design

Bachelor's degree

Experience in higher education helpful